

Bob Holden
Governor



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Commissioner

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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: February 8, 2002
RE: Check Stock and Check Envelope Change

Effective when the first checks are written in July 2002, the current box check stocks used by the State of Missouri will be consolidated to one rolled paper stock. This change has been made to:

- ◆ Reduce the bank reject rate
- ◆ Increase check quality
- ◆ Decrease the check printing time
- ◆ Allow the State to take advantage of high volume order quantity discounts
- ◆ Ensure that our check stock conforms to the American Banker's standards

The size of the new check stock will be eight inches. Departments of Social Services and Revenue currently use eight inch stock. The Office of Administration's current Series A check stock is seven inches. Therefore, the Office of Administration will be changing to the eight inch stock in July 2002.

We are currently working with Missouri Vocational Enterprises (MVE) to develop a window envelope for the eight inch checks. These envelopes will be available for purchase from MVE this Spring. We will send you the eight inch check envelope form number as soon as it is available for purchase from MVE.

Because the State is going to one check stock, the color of the checks will be green. Also, the check stub will be to the right of the check.

If you have any questions in regard to the information supplied in this memorandum, please contact your Agency Customer Service Coordinator. The Agency Customer Service Coordinator may contact the OA/Accounting Agency Customer Service Coordinators desk when necessary.

VH:vs/data/vhnewckstockagencynotification